

Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

# Gateway User Guide

## Economic Development Payment Reporting

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## Introducing the Economic Development Report

**The economic development payments subject to reporting are monetary disbursements initially provided by a licensed owner of a riverboat, an operating agent of a riverboat, or an affiliate of an owner or operating agent.**

Indiana Code 4-33-23-17 requires any political subdivision receiving an economic development payment to annually complete and submit a report to the Department of Local Government Finance (Department). Units that do not receive economic development payments will still need to affirm this in Gateway.

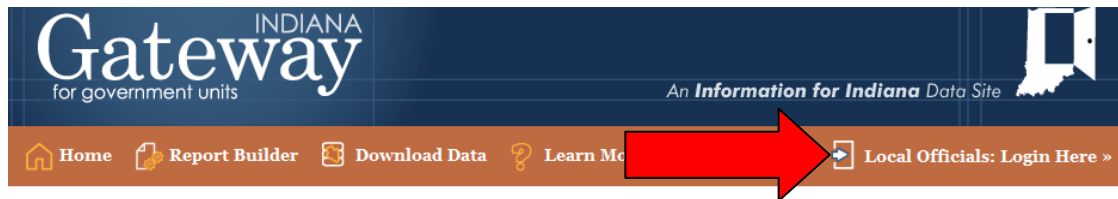
Indiana Code 4-33-23-4 defines economic development payments as funds paid under a development agreement, received by a unit of government or person, and that are not paid in legitimate exchange for anything of value. According to IC 4-33-23-2, a development agreement is a written agreement between a person or a unit of government and a development provider that sets forth the financial commitments of a development provider to support economic development, including, without limitation, charitable or educational purposes in a specified location.

Please note that **all** units of government are required by the Department to submit this report through Gateway by **September 30**.



## Accessing the Economic Development Payments Report

The Gateway login page can be accessed through the Gateway public data output site at [gateway.ifionline.org](http://gateway.ifionline.org). Once on this site, please select the “Local Officials: Login Here” link on the top right-hand side of the page.



### An Open Door into Local Government Finance

This will take you to the login page below. Please enter your username which is typically your email address and your password. Once done, please select “Log In.”

The image shows the 'Authorized Personnel Login' form. It has a dark blue header with the Gateway Indiana logo. The form contains fields for 'User Name' (with the example 'rburke@dlgf.in.gov') and 'Password' (masked with dots). Below the password field is a note: '\*After 5 failed attempts, account will be locked'. At the bottom of the form is a 'Log In' button and a link for 'Forgot your password?'. A large red arrow points directly to the 'Log In' button.

If you are having difficulties logging in you may contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) for assistance.

Once you have logged in you will be taken to the Select Application page in Gateway. Please select, “Economic Development Payment Report”.

### Select Application



You should now be on the Select Unit from List page. Select the name of your unit to continue.

### Select Unit from List

Currently Viewing Year: 2014

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
9992	<a href="#">Dlqf City 10</a>	City/Town	Gateway1

Upon clicking the name of your unit, you will be taken to the first step of completing the Economic Development Payment Report.

## Reporting for Units with Economic Development Payments

If you indicate that your unit has received economic development payments between July 1, 2012 and June 30, 2013, by selecting "Yes," the report will request more information.

Did your unit receive economic development payments under a local development agreement between July 1, 2012 and June 30, 2013?

☒ Yes

After you select yes, you will see the additional fields appear below.

### Total Amounts Received/Disbursed

The next two fields ask for the total amount of economic development payments received and disbursed from July 1, 2012 through June 30, 2013. Please note that the total amount received is a required field. To enter these amounts simply click in the field and enter the amount.

Total amount received (7/1/2012 – 6/30/2013)

\$50,000.00

\*Required Field

Total amount disbursed (7/1/2012 – 6/30/2013)

\$37,251.00

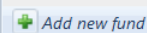
Once you have entered your amounts, you will want to click the save button on the bottom left-hand side of the form.


Save Form

## Fund Balances



The next field, which is also required, requests the June 30<sup>th</sup> fund balance for each fund that had economic payments deposited into it. To begin adding a fund and balance, please select “Add new fund”


Balance of the fund at the end of the previous state fiscal year which economic payments were deposited to:

Fund code	Fund name	Fund balance 6/30/13	*Required Field
No records to display.			
			





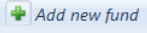
Next, enter the fund code (optional), the fund name, and the fund balance. Once done, select the green checkmark to save your entry.

Fund code	Fund name	Fund balance 6/30/13
 123456	Example Fund Name	71,011.00
		



Once the green checkmark is clicked, your entry will be saved. You may click “Add new fund” to add any other funds, if applicable.

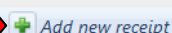
Balance of the fund at the end of the previous state fiscal year which economic payments were deposited to:


Fund code	Fund name	Fund balance 6/30/13	*Required Field
 123456	Example Fund Name	\$71,011.00	
			

## Receipt Details

Gateway will accept receipt details for a complete reporting. Officials may submit reports if they complete only the total amount received and fund balances. To enter receipt information, please select “Add new receipt.”

Receipt details:

Fund	Provider (Other unit, Casino, Foundation)	Description and purpose	Total
No records to display.			
			



Next select the appropriate fund from the drop down menu on the left hand side. Please also include the provider of the funds along with the description/purpose and amount. Once you have entered the information, select the green checkbox to save your entry.

Fund	Provider (Other unit, Casino, Foundation)	Description and purpose	Total
<input checked="" type="checkbox"/> <div> <div>Example Fund Name</div> <div>Select a fund</div> <div>Example Fund Name</div> </div>	ABC Casino	Example description and purpose	30,000.00

Please complete the receipt details for all remaining receipts. Click the green checkbox to save each new revenue.

Fund	Provider (Other unit, Casino, Foundation)	Description and purpose	Total	
Example Fund Name	ABC Casino	Example description and purpose	\$30,000.00	✗
Example Fund Name	XYZ Casino	Example description and purpose	\$20,000.00	✗
Add new receipt				

## Disbursement Details

Gateway will accept disbursement details for a complete reporting. Officials may still submit reports if they complete only the total amount received and fund balances. The Department needs distributions to other political subdivisions, to ensure that those units correctly report. The level of detail reported for disbursements is left up to the individual unit reporting.

To enter disbursement information, please select “Add new disbursement.”

Disbursement details:




Fund	Recipient	Description and purpose	Total
No records to display.			
Add new disbursement			

Next select the appropriate fund from the drop down menu on the left hand side. Please also include the recipient along with the description/purpose and amount. Once you have entered the information, select the green checkbox to save your entry.

Fund	Recipient	Description and purpose	Total
<input checked="" type="checkbox"/> <div> <div>Example Fund Name</div> </div>	Example Recipient	Example description and purpose	31,011.00




Please complete the disbursement details for all remaining disbursements. Click the green checkbox to save each new disbursement.

### Disbursement details:

Fund	Recipient	Description and purpose	Total	
 Example Fund Name	Example Recipient	Example description and purpose	\$31,011.00	✗
 Example Fund Name	Example Recipient 2	Example description and purpose	\$40,000.00	✗
 Add new disbursement				

## Signing and Submitting the Report

Your final step is to sign and submit this form. Please note that only users with submission rights will see the signature box.

**Form Signature**  
  
NAME  
  
  
TITLE  
  
  
SIGNATURE/PIN  
   
  
 

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent, via email, to the person with submission rights. You may contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at (317) 232-3777 in the event that you have lost or not received a PIN code. Once you select "Sign and Submit Form," today's date will automatically populate the date field and the report will be submitted.

Once the form has been submitted, bold red text will state **"This form has been submitted."** There will also be an unlock button that can be used to manually un-submit the form.

**This form has been submitted.**

[Click here to unlock the form](#)

Submitted at 8/15/2013 9:17:23 AM

**Form Signature**  
  
NAME

If you have any questions while completing this form please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at (317) 232-3777.